

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

This form summarizes the requirements in Order No. 01-182. Each Permittee must complete this form in its entirety, except for those requirements applicable only to the Principal Permittee. Only report activities that were performed during the previous fiscal year. Upon completion, this form shall be submitted to the Principal Permittee, by the date specified by the Principal Permittee, for inclusion in the unified Annual Storm Water Program Report. Attachments should be included where necessary to provide sufficient information on program implementation.

The goals of this Report are to: 1) concisely document implementation of the Storm Water Quality Management Program (SQMP) during the past fiscal year; 2) evaluate program results for continuous improvement; 3) to determine compliance with Order 01-182; and 4) to share this information with other Permittees, municipal decision makers, and the public.

!	YOU MUST FILL OUT ALL THE INFORMATION REQUESTED <i>Do not leave any of the sections blank.</i>
N/A	If the question does not apply to your municipality, please indicate N/A in the space provided and provide a brief explanation
U	If the information requested is currently unavailable, please indicate U in the space provided and give a brief explanation.

This Report Form consists of the following sections:

SECTION	PAGE
I. Program Management	2-4
II. Receiving Water Limitations	5
III. SQMP Implementation	5-7
IV. Special Provisions	8
IV.A. Public Information and Participation Program	8-14
IV.B. Industrial/Commercial Facilities Program	15-17
IV.C. Development Planning Program	18-21
IV.D. Development Construction Program	22-23
IV.E. Public Agency Activities Program	24-33
IV.F. IC/ID Elimination Program	34-37
V. Monitoring	38
VI. Assessment of Program Effectiveness	38
VII. Certification	39

Los Angeles County Municipal Storm Water Permit (Order 01-182)**Individual Annual Report Form****Attachment U-4****Reporting Year 2010- 2011****I. Program Management**

A. Permittee Name: City of La Verne

B. Permittee Program Supervisor: Jeannette Vagnozzi

Title: Administrative Supt.

Address: 3660 D Street

City: La Verne

Phone: (909) 596-8741

Zip Code: 91750

Fax: (909) 596-8737

C. In the space below, briefly describe how the storm water program is coordinated within your agency's departments and divisions. Include a description of any problems with coordination between departments. To facilitate this, complete the Table 1.

The NPDES coordinator, JR Ranells, of the Public Works Department, coordinates the storm water program. He is responsible for the coordination of the program and attending watershed meetings. The various departments included in the implementation of La Verne's storm water program consist of: Public Works, Community Development, & Building and Safety. Each respective department has the responsibility to implement storm water programs and activities that fall under its jurisdiction. Communication between these departments is imperative in order to maintain a successful program.

TABLE 1 - Program Management

Storm Water Management Activity	Division/Department	# of Individuals Responsible for Implementing
1. Outreach & Education	Administration/Public Works	1
2. Industrial/Commercial Inspections	Administration/Public Works	1
3. Construction Permits/Inspections	Building & Safety/Community Development	2
4. IC/ID Inspections	Streets/Public Works	1
5. Street sweeping	Streets/Public Works	1
6. Catch Basin Cleaning	Streets/Public Works/LA County	1
7. Spill Response	Streets/Public Works	1
8. Development Planning (project/SUSMP review and approval)	Building & Safety/Community Development	1
9. Trash Collection	Administration/Public Works	1

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

D. Staff and Training

Attach a summary of staff training over the last fiscal year. This shall include the staff name, department, type of training, and date of training.

E. Budget Summary

1. Does your municipality have a storm water utility? Yes ☐ No ☒

If no, describe the funding source(s) used to implement the requirements of Order No. 01-182.

The NPDES compliance activities are funded through each responsible department's respective budgets.

2. Are the existing financial resources sufficient to accomplish all required activities? Yes ☒ No ☐

3. Complete Table 2 to the extent that accurate information is available (indicate U in the spaces where the information is unavailable), and report any supplemental dedicated budgets for the same categories on the lines below the table.

4. List any additional state/federally funded projects related to storm water.

Used oil Block Grant

Department of Conservation Beverage Container Recycling grant

Los Angeles County Municipal Storm Water Permit (Order 01-182)**Individual Annual Report Form****Attachment U-4****TABLE 2**

Program Element	Expenditures in Previous Fiscal Year	Estimated Amount Needed to implement Order 01-182
1. Program management a. Administrative costs b. Capital costs	\$50,000	\$50,000
2. Public Information and Participation a. Public Outreach/Education b. Employee Training c. Corporate Outreach d. Business Assistance	\$10,000	\$10,000
3. Industrial/Commercial inspection/ site visit activities	\$10,000	\$20,000
4. Development Planning	\$5,000	\$5,000
5. Development Construction a. Construction inspections	\$5,000	\$10,000
6. Public Agency Activities a. Maintenance of structural and treatment control BMPs b. Municipal street sweeping c. Catch basin cleaning d. Trash collection/recycling e. Capital costs f. Other	\$2,950,000	\$2,950,000
7. IC/ID Program a. Operations and Maintenance b. Capitol Costs	\$5,000	\$5,000
8. Monitoring		
9. Other		
10. TOTAL	\$3,035,000	\$3,050,000

List any supplemental dedicated budgets for the above categories:

None

List any activities that have been contracted out to consultants/other agencies:

Trash collection/recycling, catch basin clean out, storm water inspections, building & safety inspections, and engineering services are contracted.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

II. Receiving Water Limitations (Part 2)

- A. Are you aware, or have you been notified, of any discharges from your MS4 that cause or contribute to a condition of nuisance or to the violation of any applicable water quality standards? Yes ☐ No ☒
- B. Has the Regional Board notified you that discharges from your MS4 are causing or contributing to an exceedance of water quality standards? Yes ☐ No ☒
- C. If you answered Yes to either of the above questions, you must attach a Receiving Water Limitations (RWL) Compliance Report. The Report must include the following:
1. A description of the pollutants that are in exceedance and an analysis of possible sources;
 2. A plan to comply with the RWL (Permit, Part 2);
 3. Changes to the SQMP to eliminate water quality exceedances;
 4. Enhanced monitoring to demonstrate compliance; and
 5. Results of implementation.

III. SQMP Implementation (Part 3)

- A. Has your agency implemented the SQMP and any additional controls necessary to reduce the discharges of pollutants in storm water to the maximum extent practicable? Yes ☒ No ☐
- B. If your agency has implemented additional or different controls than described in the countywide SQMP, has your agency developed a local SQMP that reflects the conditions in its jurisdiction and specifies activities being implemented under the appropriate elements described in the countywide SQMP? Yes ☒ No ☐
- C. Describe the status of developing a local SQMP in the box below.

The City of La Verne has developed and is implementing a local SQMP

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

- D. If applicable, describe an additional BMP, in addition to those in the countywide SQMP, that your city has implemented to reduce pollutants in storm water to the maximum extent practicable.

E. Watershed Management Committees (WMCs)

1. Which WMC are you in? San Gabriel River
2. Who is your designated representative to the WMC? JR Ranells
3. How many WMC meetings did you participate in last year?
Approximately 6
4. Describe specific improvements to your storm water management program as a result of WMC meetings.

The WMC meetings allow the City to network, research, exchange information, and explore new technologies and approaches to NPDES compliance. The WMC meetings also give the City of La Verne the opportunity to ask questions and find answers to permit questions.

5. Attach any comments or suggestions regarding your WMC.

F. Storm Water Ordinance

1. Have you adopted a storm water and urban runoff ordinance to enforce all requirements of Order 01-182?

Yes ☒No ☐

If not, describe the status of adopting such an ordinance.

2. If yes, have you already submitted a copy of the ordinance to the Regional Board?

Yes ☒No ☐

Los Angeles County Municipal Storm Water Permit (Order 01-182)**Individual Annual Report Form****Attachment U-4**

If not, please attach a copy to this Report.

3. Were any amendments made to your storm water ordinance during the last fiscal year? Yes ☐ No ☒

If yes, attach a copy of amendments to this Report.

G. Discharge Prohibitions

1. List any non-storm water discharges you feel should be further regulated:

None

2. List any non-storm water discharges you feel should be exempt, and provide an explanation for each:

Cities should not be responsible for aerial deposition related metal discharges. Many of the biggest contributors to these types of discharges originate in the Los Angeles National Forest located just north of La Verne and metals found in storm water can also originate from items such as brake pads. La Verne cannot be solely responsible for metals that it has no control over.

The City of La Verne should not be responsible for items listed on the 303 D list in Puddingstone Lake as those items are legacy pollutants and found their way into the lake long before the WCA was ever implemented.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

IV. Special Provisions (Part 4)**A. Public Information and Participation (Part 4.B)**

In addition to answering the following questions, attach a summary of all storm water education activities that your agency conducted or participated in last year.

1. No Dumping Message

- a) How many storm drain inlets does your agency own? 390
- b) How many storm drain inlets were marked with a no dumping message in the last fiscal year? 0. However, all have been previously marked.
- c) What is the total number of storm drain inlets that are legibly marked with a no dumping message? All 390 are legible.

If this number is less than the number in question 1.b, describe why all inlets have not been marked, the process used to implement this requirement, and the expected completion date.

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- d) How many public access points to creeks, channels, and other water bodies within your jurisdiction have been posted with no dumping signage in the past year? All have been posted.
Describe your agency's status of implementing this requirement by the date required in Order No. 01-182.

LA County owns most of these access points and has completed this requirement in La Verne.
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Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

2. Reporting Hotline

- a) Has your agency established its own hotline for reporting and for general storm water management information?

Even though there is not a dedicated hotline established by the City, residents can receive more information or report illicit discharges/connections by calling (909) 596-8741 during regular business hours. Or, residents can report discharges after regular business hours to the La Verne Police Department by calling (909) 596-1913. Residents can also contact 1-888-CLEAN-LA to receive more information or report illicit discharges.

Yes ☐ No ☒

- b) If so, what is the number? Please see above

- c) Is this information listed in the government pages of the telephone book?

Yes ☒ No ☐

- d) If no, is your agency coordinated with the countywide hotline?

Yes ☒ No ☐

- e) Do you keep record of the number of calls received and how they were responded to?

Yes ☒ No ☐

- f) How many calls were received in the last fiscal year?
Approximately 30 calls from La Verne residents are received annually through the 1-888-CLEAN-LA number.

- g) Describe the process used to respond to hotline calls.

The calls received are referred to the appropriate department for evaluation. Once evaluated, action steps are considered and taken that will most effectively resolve the caller's complaint. If further enforcement is necessary the Police Department is contacted. In emergency situations involving hazardous materials, the fire department is called to respond. Immediate action is taken to respond to calls.

- h) Have you provided the Principal Permittee with your current reporting contact information?

Yes ☒ No ☐

- i) Have you compiled a list of the general public reporting contacts for all Permittees and posted it on the www.888CleanLA.com web site (Principal Permittee only)?

Yes ☐ No ☐

If not, when is this scheduled to occur?

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

3. Outreach and Education

- a) Describe the strategy developed to provide outreach and bilingual materials to target ethnic communities. Include an explanation of why each community was chosen as a target, how program effectiveness will be determined, and status of implementation.
(Principal Permittee only)

- b) Did the Principal Permittee organize quarterly Public Outreach Strategy meetings that you were aware of? Yes ☒ No ☐
How many Public Outreach Strategy meetings did your agency participate in last year? 4
Explain why your agency did not attend any or all of the organized meetings.

The City had representation or participated via web cast all meetings

Identify specific improvements to your storm water education program as a result of these meetings:

None to report

List suggestions to increase the usefulness of quarterly meetings:

If quarterly Public Outreach Strategy meetings were not organized, explain why not and when this requirement will be implemented (Principal Permittee only).

Los Angeles County Municipal Storm Water Permit (Order 01-182)**Individual Annual Report Form****Attachment U-4**

- c) Approximately how many impressions were made last year on the general public about storm water quality via print, local TV, local radio, or other media? In addition to the hundreds of millions of countywide media campaign impressions, the city contributes 50,000
- d) Describe efforts your agency made to educate local schools on storm water pollution.

City staff visits local classrooms and provides presentations of urban run-off with the use of an Enviroscope Watershed Model or an educational powerpoint presentation depending on the preference of the school.

- e) Did you provide all schools within each school district in Los Angeles County with materials necessary to educate a minimum of 50 percent of all school children (K-12) every 2 years on storm water pollution (*Principal Permittee only*)?

Yes ☐ No ☐

If not, explain why.

- f) Describe the strategy developed to measure the effectiveness of in-school educational programs, including assessing students' knowledge of storm water pollution problems and solutions before and after educational efforts (*Principal Permittee only*).

For Permit Years 2-5, attach an assessment of the effectiveness of in-school storm water education programs.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

- g) What is the behavioral change target that was developed based on sociological data and other studies (*Principal Permittee only*)?

If no target has been developed, explain why and describe the status of developing a target.

What is the status of meeting the target by the end of Year 5?

4. Pollutant-Specific Outreach

- a) Attach a description of each watershed-specific outreach program that your agency developed (*Principal Permittee only*). All pollutants listed in Table 1 (Section B.1.d.) must be included.
- b) Did your agency cooperate with the Principal Permittee to develop specific outreach programs to target pollutants in your area? Yes ☒ No ☐
- c) Did your agency help distribute pollutant-specific materials in your city? Yes ☒ No ☐
- d) Describe how your agency has made outreach material available to the general public, schools, community groups, contractors and developers, etc...

A brochure pertaining to storm water pollution has been created. These brochures are available to contractors, developers and the general public at city hall. Brochures are also given to developers/contractors when they file for Public Works Permits. A section on storm water pollution prevention is included on the city's website. Videos, which promote awareness, are played on the community access cable channel (LVTv).

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

5. Businesses Program

- a) Briefly describe the Corporate Outreach Program that has been developed to target gas stations and restaurant chains (*Principal Permittee only*).

- b) How many corporate managers did your agency (*Principal Permittee only*) reach last year?
- c) What is the total number of corporations to be reached through this program (*Principal Permittee only*)?
- d) Is your agency meeting the requirement of reaching all gas station and restaurant corporations once every two years (*Principal Permittee only*)? Yes ☐ No ☐

If not, describe measures that will be taken to fully implement this requirement.

- e) Has your agency developed and/or implemented a Business Assistance Program? Yes ☐ No ☒
If so, briefly describe your agency's program, including the number of businesses assisted, the type of assistance, and an assessment of the program's effectiveness.

The La Verne Fire Department performs annual inspections of local businesses where storm water issues are touched on. The Inspection Program also acts as a tool for educational assistance. It helps to not only introduce businesses in La Verne to the problems of storm water pollution but it also will help to educate them on what business related activities cause additional pollutant problems and can be avoided. Informational articles are submitted to the Chamber of Commerce newsletter and in general any opportunity to network with the business community is encouraged.

6. Did you encourage local radio stations and newspapers to use public service announcements? Yes ☒ No ☐

How many media outlets were contacted? 2

Which newspapers or radio stations ran them?

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

La Verne Community News

Who was the audience?

La Verne residents and businesses.

7. Did you supplement the County's media purchase by funding additional media buys? Yes ☐ No ☒

Estimated dollar value/in-kind contribution: \$6,000

Type of media purchased: News Paper Ad/Car sponsorship/ & brochures

Frequency of the buys: Monthly & annual

Did another agency help with the purchase? Yes ☒ No ☐

8. Did you work with local business, the County, or other Permittees to place non-traditional advertising? Yes ☒ No ☐

If so, describe the type of advertising.

The City participates in the sponsorship of a "Used Oil" racecar with seven other area cities. The racecar competes in televised races and attends City events exposing the message to a variety of audiences. Promotion of used oil recycling is important to the prevention of storm water pollution. The racecar advertisement is considered to be a form of media.

9. Did you establish local community partnerships to distribute educational storm water pollution prevention material? Yes ☒ No ☐

Describe the materials that were distributed:

Described in question 3d as well as in 8

Who were the key partners? City of Irwindale, Arcadia, West Covina, San Dimas, Covina, and the City of La Verne.

Who was the audience (businesses, schools, etc.)?

Schools, race fans, and people who change their own motor oil

10. Did you participate in or publicize workshops or community events to discuss storm water pollution? Yes ☒ No ☐

How many events did you attend? 4

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

11. Does your agency have a website that provides storm water pollution prevention information? Yes ☒ No ☐
If so, what is the address? www.ci.la-verne.ca.us

12. Has awareness increased in your community regarding storm water pollution? Yes ☒ No ☐
Do you feel that behaviors have changed? Yes ☒ No ☐
Explain the basis for your answers. Include a description of any evaluation methods that are used to determine the effectiveness of your agency's outreach.

The school education program has raised awareness of storm water pollution among elementary school and high school students. The presence of the "Used Oil" race car at various city events has raised awareness of used oil recycling, which is directly related to storm water pollution prevention. The increase in phone calls seeking information on methods to avoid polluting storm water is one indication of program effectiveness. These calls include requests for information on how to properly drain swimming pools, queries about commercial inspections, used oil collection procedures, etc. Residents are also more aware of what types of issues to notify the city of, i.e. spills, trash in the street, etc. Furthermore, the City collects surveys from residents that gauge awareness of general environmental programs. These have proven residents are more aware of storm water and other programs.

13. How would you modify the storm water public education program to improve it on the City or County level?

At the City level, additional funding buys additional resources. We simply strategize to do the best we can with available resources.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form

Attachment U-4

B. Industrial/Commercial Facilities Program

1. Critical Source Inventory Database

Did you (individually or jointly) update the Database for Critical Sources Inventory? Yes ☒ No ☐

Comments/Explanation/Conclusion:

City staff individually updates the database for Critical Sources Inventory each December in order to correspond with the renewal of business licenses. Business licenses are assigned SIC codes and used to identify those businesses that qualify as possible critical source candidates.

2. Inspection Program

Provide the reporting data as suggested in the following tables.

Category	Initial Number of Facilities at the start of cycle proposed for inspection by categories (after the initial year, the updated number based on the new data)	Number of facilities inspected in the current reporting year	% Completed at the time of this report for present cycle (from the initial value, and from the updated value after first cycle)	Total number since permit adoption
Landfills				
TSDf				
...				
Comments/Explanation/Conclusion:			No such facilities in La Verne	

3. BMPs Implementation

Provide the reporting data as suggested in the following table.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form

Attachment U-4

Category	Number of facilities inspected by category in this reporting year	Number of facilities identified as adequately implementing BMPs as specified in this reporting year	% adequately implementing out of total in this reporting year	Number of facilities required to implement or upgrade in this reporting year	Number of facilities inspected by category in this reporting cycle	Number of facilities identified as adequately implementing BMPs as specified in this reporting cycle	% adequately implementing out of total in this reporting cycle	Number of facilities required to implement or upgrade in this reporting cycle	Total Number during this permit adequately implementing	Total Number during this permit required to implement or upgrade
Landfills										
...										

Comments/Explanation/Conclusion:

4. Enforcement Activities

Provide the reporting data as suggested in the following tables.

Enforcement Actions by categories (e.g. Warning letter, NOV, referral to D.A., etc.)	Number of facilities issued enforcement actions in the current reporting year	Number of facilities issued enforcement actions in the current reporting cycle	Number of facilities (re)inspected due to enforcement actions in current reporting year	Number of facilities (re)inspected due to enforcement actions in current reporting cycle	Number of facilities brought into compliance in the current reporting year	Number of facilities brought into compliance in current reporting cycle	Total number of enforcement actions since permit adoption (by category)
Warning letter	0	0	0	0	0	0	36

Facilities by category	Number of Warning letters	Number of NOVs	Number of Referral	Number of Other
Industrial	0	0	0	0

Comments/Explanation/Conclusion:

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form

Attachment U-4

5. Program Implementation Effectiveness Assessment

Please give a brief assessment of the implementation of the program in removing pollutants from the storm water discharges. Please provide an explanation. Suggested improvements or adjustments based on the knowledge gained through this reporting period activities must be reflected in a change in the SQMP, if warranted.

Highly Effective ☐

Somewhat Effective ☒

Non-effective ☐

Comments/Explanation/Conclusion:

Please refer to Assessment of Program Effectiveness for further explanation of the City's NPDES program

6. You must also submit a quarterly electronic submittal of your Industrial/Commercial Facilities Program activities.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

C. Development Planning Program (Part 4.D)

1. Does your agency have a process to minimize impacts from storm water and urban runoff on the biological integrity of natural drainage systems and water bodies in accordance with requirements under CEQA, Section 404 of the CWA, local ordinances, and other legal authorities? Yes ☒ No ☐
Attach examples showing how storm water quality impacts were addressed in environmental documents for projects over the past year.
2. Does your agency have procedures to include the following requirements in all priority development and redevelopment projects:
 - a) Maximize the percentage of permeable surfaces to allow more percolation of storm water into the ground? Yes ☒ No ☐
 - b) Minimize the quantity of storm water directed to impermeable surfaces and the MS4? Yes ☒ No ☐
 - c) Minimize pollution emanating from parking lots through the use of appropriate treatment control BMPs and good housekeeping practices? Yes ☒ No ☐
 - d) Provide for appropriate permanent measures to reduce storm water pollutant loads from the development site? Yes ☒ No ☐
3. List the types and numbers of BMPs that your agency required for priority projects to meet the requirements described above.

CA001-Dewatering Operations CA002-Paving Operations CA003-Structure Construction and Painting

Los Angeles County Municipal Storm Water Permit (Order 01-182)**Individual Annual Report Form****Attachment U-4**

CA010-Material Delivery and Storage
 CA011-Material Use
 CA012-Spill Prevention and Control
 CA020-Solid Waste Management
 CA021-Hazardous Waste Management
 CA022-Contaminated Soil Management
 CA023-Concrete Waste Management
 CA030-Vehicle and Equipment Cleaning
 CA031-Vehicle and Equipment Fueling
 CA032-Vehicle and Equipment Maintenance
 CA040-Employee/Subcontractor Training
 ESC01-Scheduling
 ESC02-Preservation of Existing Vegetation
 ESC10-Seeding and Planting
 ESC11-Mulching
 ESC20-Geotextiles and Mats
 ESC21-Dust Controls
 ESC22-Temporary Stream Crossing
 ESC23-Construction Road Stabilization
 ESC24-Stabilized Construction Entrance
 ESC30-Earth Dike
 ESC31-Temporary Drains and Swales
 ESC32-Slope Drain
 ESC40-Outlet Protection
 ESC41-Check Dams
 ESC42-Slope Roughening/Terracing
 ESC50-Silt Fence
 ESC51-Straw Bale Barriers
 ESC52-Sand Bag Barrier
 ESC53-Brush or Rock Filter
 ESC54-Storm Drain Inlet Protection
 ESC55-Sediment Trap
 ESC56-Sediment Basin

Please also see additional BMP under miscellaneous attachments.

4. Describe the status of the development or implementation of peak flow controls in Natural Drainage Systems.

The City is continuously in the process of searching for grant funding to construct a debris basin that would ultimately reduce the flow within the west fork Marshall Canyon natural drainage course. By installing this basin, the debris flowing through the canyon would be allowed to settle and therefore reduce the flow downstream. Additionally, the City enforces requirements set forth in the Development Planning Program by implementing a SUSMP on all discretionary and redevelopment projects that fall into the appropriate categories. By enforcing the SUSMP, flows from developed sites are addressed quantitatively as well as qualitatively to help reduce flows into natural drainage courses as well as the storm drain system.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

5. Has your agency amended codes and/or ordinances to give legal effect to the SUSMP changes required in the Permit? Yes ☒ No ☐

6. Describe the process your agency uses to include SUSMP design standards in new development and redevelopment project approvals.

All proposed projects site and grading plans are checked for possible SUSMP requirements and developer notified accordingly.

7. How many of each of the following projects did your agency review and condition to meet SUSMP requirements last year?

a)	Residential	0
b)	Commercial	0
c)	Industrial	0
d)	Automotive Service Facilities	0
e)	Retail Gasoline Outlets	0
f)	Restaurants	0
g)	Parking Lots	0
h)	Projects located in or directly adjacent to or discharging directly to an environmentally sensitive area	0
i)	Total number of permits issued to priority projects	0

8. What is the percentage of total development projects that were conditioned to meet SUSMP requirements? 0%

9. How has your agency prepared to reduce the SUSMP threshold for industrial/commercial facilities to 1 acre from 100,000 square feet in 2003?

Adopted Code Ordinance and Project Plan review.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

10. After 2003, how many additional projects per year will require/did require implementation of SUSMP requirements as a result of the lower threshold? 2
11. Does your agency participate in an approved regional or sub-regional storm water mitigation program to substitute in part or wholly SUSMP requirements for new development? Yes ☐ No ☒
12. Has your agency modified its planning procedures for preparing and reviewing CEQA documents to consider potential storm water quality impacts and provide for appropriate mitigation? Yes ☒ No ☐

If no, provide an explanation and an expected date of completion.

13. Did your agency update any of the following General Plan elements in the past year?
- a) Land Use Yes ☐ No ☒
- b) Housing Yes ☒ No ☐
- c) Conservation Yes ☐ No ☒
- d) Open Space Yes ☐ No ☒

If yes, please describe how watershed and storm water quality and quantity management considerations were included.

The State of California required the addition of the Housing Element to all municipal General Plans. This document was prepared and adopted according to all requirements under the State. Specific watershed and storm water quality/quantity management considerations are not appropriate to be included under this section. However, storm water issues are addressed in other sections and in other processes as detailed in this report.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

14. How many targeted staff were trained last year? 4
15. How many targeted staff are trained annually? 4
16. What percentage of total staff are trained annually? 50%
17. Has your agency developed and made available development planning guidelines? Yes ☒ No ☐
18. If no, what is the expected date that guidelines will be developed and available to developers?
19. What is the status of completion of the technical manual for siting and design of BMPs for the development community?

Staff uses the current California Storm Water Best Management Practices Handbooks, Municipal, New Development/Redevelopment, Industrial/Commercial and Construction (January 2003) as a manual for the siting and design of BMP's. Copies of all four handbooks are kept by the NPDES coordinator and the Community Development/Building Department for the future reference of the public and staff.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

D. Development Construction Program

1. Describe your agency's program to control runoff from construction activity at all construction sites within its jurisdiction.

The City's program consists of requiring documents such as SWPPPs and SUSMPs for development and redevelopment projects. Prior to issuing a grading and building permit, staff ensures that necessary documents pertaining to the state GCASP have been filed. When reviewing SWPPPs, staff ensures that appropriate BMPs have been selected. Inspections are conducted to ensure that the BMPs in SWPPPs are being implemented and that runoff from construction sites is contained. When storm events are forecast, construction sites are inspected and if needed, additional BMP's are implemented.

2. Does your agency require the preparation, submittal, and implementation of a Local Storm Water Pollution Prevention Plan (Local SWPPP) prior to the issuance of a grading permit for all sites that meet one or all of the following criteria?

- a) Will result in soil disturbance of one acre or greater Yes ☒ No ☐
- b) Is within, directly adjacent to, or is discharging directly to an environmentally sensitive area Yes ☒ No ☐
- c) Is located in a hillside area Yes ☒ No ☐

3. Attach one example of a local SWPPP

4. Describe the process your agency uses to require proof of filing a Notice of Intent for coverage under the State General Construction Activity Storm Water permit and a certification that a SWPPP has been prepared prior to issuing a grading permit?

Prior to issuance of a grading permit, staff requires that a copy of the SWPPP be submitted with the application. NOI verification is ensured by requesting a copy of a check or receipt that is issued when an applicant files for the State General Construction Activity Storm Water Permit. (State site also checked to confirm status).

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

5. How many building/grading permits were issued to sites requiring Local SWPPPs last year? 0
6. How many building/grading permits were issued to sites requiring coverage under the General Construction Activities Storm Water Permit last year? 0
7. How many building/grading permits were issued to construction site less than one acre in size last year? 2
8. How many construction sites were inspected during the last wet season? 7
9. Complete the table below. Please note there were no projects requiring a SWPPP issued in the last year.

Type of Violation	# of Violations	% of Total Inspections	# of Follow-up Inspections	# of Enforcement Actions
Off-site discharge of sediment	5	<1	5	6
Off-site discharge of other pollutants	2	<1	8	3
No or inadequate SWPPP	0	0	0	0
Inadequate BMP/SWPPP implementation	0	<1	3	3

10. Describe the process for taking enforcement actions against construction site violations, including the types of actions that are taken.

Initially, the contact person for the construction site is contacted regarding violations. The contact person is then given instructions for correcting the violations with a time-frame for correction. Re-inspection(s) is conducted to ensure that violations have been corrected. If violations continue and are not corrected, the site will be shut down until all appropriate measures have been resolved. Additional non-compliance would result in Police involvement and the citing of guilty parties.

11. Describe the system that your agency uses to track the issuance of grading permits.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

When a project is reviewed for approval, a determination is made for the requirement of a grading permit. If required, plan check review is logged on a spreadsheet with updates maintained throughout the project. Upon approval, date is issued and logged with permit number, property location, owner of property, and contractor information.

E. Public Agency Activities (Part 4.F)

1. Sewage System Maintenance, Overflow, and Spill Prevention
 (only applicable to agencies that own and/or operate a sanitary sewer system)

- a) Has your agency developed and implemented a response plan for sanitary sewer overflows that includes the requirements in Order 01-182? Yes ☒ No ☐
- b) How many sanitary sewer overflows occurred within your jurisdiction? 1
- c) How many did your agency respond to? 1
- d) Did your agency investigate all complaints received? Yes ☒ No ☐
- e) How many complaints were received? 1
- f) Upon notification, did your agency immediately respond to overflows by containment? Yes ☒ No ☐
- g) Did your agency notify appropriate sewer and public health agencies when a sewer overflowed to the MS4? Yes ☒ No ☐
- h) Did your agency implement a program to prevent sewage spills or leaks from sewage facilities from entering the MS4? Yes ☒ No ☐

If so, describe the program:

The City has implemented an aggressive maintenance program that systematically cleans, repairs, and generally maintains all City owned sewer facilities in good working condition. Inspections are routinely completed using sophisticated camera technology. The maintenance crew has been expanded by two full-time employees specifically for this purpose. Maintenance and inspections is key to preventing overflows and spills.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

- i) Did your agency implement a program to identify, repair, and remediate sanitary sewer blockages, exfiltration, overflow, and wet weather overflows from sanitary sewers to the MS4?

Yes ☒ No ☐

If so, describe the program:

See above.

2. Public Construction Activities Management

- a) What percentage of public construction sites 5 acres or greater in size did your agency obtain coverage under the State of California General Construction Activities Storm Water Discharge Permit ?

%

- b) Give an explanation for any sites greater than 5 acres that were not covered:

There were no public agency construction activities over 5 acres in the reporting period.

- c) What is the total number of active public construction sites?

0

How many were 5 acres or greater in size?

0

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

- d) (After March, 2003) Did your agency obtain coverage under the State of California General Construction Activities Storm Water Discharge Permit coverage for public construction sites for sites one acre or greater? Yes ☒ No ☐

3. Vehicle Maintenance/Material Storage Facilities/Corporation Yards Management

- a) Did your agency implement pollution prevention plans for each public vehicle maintenance facility, material storage facility, and corporation yard? Yes ☒ No ☐

The City of La Verne has implemented pollution prevention plans for the corporate yard (which contains the vehicle maintenance facility and material storage facility) in conjunction with the industrial waste permit.

- b) Briefly describe how your agency implements the following, and any additional, BMPs to minimize pollutant discharges in storm water:
- (1) Good housekeeping practices
 - (2) Material storage control
 - (3) Vehicle leaks and spill control
 - (4) Illicit discharge control

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

The BMPs have been implemented as part of the City's standard practices and procedures. All good housekeeping practices, material storage control, vehicle leaks and spill control, and discharge control have been implemented at facilities. The following is an example of some of the BMPs implemented:

1. Staff submits a report of all pesticides used to L.A. County on a monthly basis. Hazardous materials are stored in clearly marked containers. Staff responsible for the application of pesticides are trained in their proper use as part of a certifications process.
2. Materials are stored in secondary containment whenever possible.
3. Vehicle leaks and spills are cleaned up immediately. All vehicle fluid removal or changing is performed inside the service bay area. Vehicles and equipment are regularly inspected for leaks and repaired immediately.
4. City owned Catch Basins are marked with metal "No Dumping" plates. La Verne police enforces the discharge prohibitions as part of their code enforcement functions. City staff also visually inspects discharges during daily fieldwork.

Additional items to note include:

- Vehicle maintenance personnel are trained to prevent spills, therefore minimizing clean up. Shop floors are wiped clean and oil absorbent used rather than washing with water. Numerous spill clean-up stations are located inside the buildings, at the fuel station and out in the yard.
- Materials stored outside are under covered bays or carports, liquid materials and waste fluids are stored in tanks or vessels with secondary containment.
- Vehicles are parked inside or under carports. Vehicle leaks and spills are cleaned up immediately. All vehicle fluid removal or changing is performed inside the service bay area. Vehicles and equipment are regularly inspected for leaks and repaired immediately.

- c) Are all Permittee owned and/or operated vehicle/equipment wash areas self-contained, covered, equipped with a clarifier, and properly connected to the sanitary sewer? Yes ☒ No ☐
- If not, what is the status of implementing this requirement?

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

- d) How many Permittee owned and/or operated vehicle/equipment wash areas are scheduled to be redeveloped to include the BMPs listed above? All currently implement BMPs

4. Landscape and Recreational Facilities Management

- a) Has your agency developed a standardized protocol for the routine and non-routine application of pesticides, herbicides (including pre-emergents), and fertilizers? Yes ☒ No ☐

Briefly describe this protocol:

Staff follows the protocol for pesticide application established by the California Department of Food and Agriculture. A monthly report is also filed with L.A. County documenting pesticide use.

- b) How does your agency ensure that there is no application of pesticides or fertilizers immediately before, during, or immediately after a rain event or when water is flowing off the area to be applied?

Staff is certified by the California Department of Food and Agriculture. Procedures established by the department cover this requirement. Staff does not apply pesticides near catch basins or flood control channels, due to run off during the rainy season.

- c) Are any banned pesticides, herbicides, fungicides, or rodenticides stored or applied in your agency's jurisdiction that you know of? Yes ☐ No ☒
If so, list them:

Los Angeles County Municipal Storm Water Permit (Order 01-182)**Individual Annual Report Form****Attachment U-4**

- d) What percentage of your agency's staff that apply pesticides are certified by the California Department of Food and Agriculture, or are under the direct supervision of a certified pesticide applicator? 100%
- e) Describe procedures your agency has implemented to encourage retention and planting of native vegetation and to reduce water, fertilizer, and pesticide needs:

The City has established procedures that encourage the retention and planting of native vegetation. Different landscaping is used in certain areas to suppress the existing population of weeds. Staff abides by the School Safe Act and the Integrated Pest Management program. All pesticides applied are under the direct supervision of a certified pesticide applicator.

5. Storm Drain Operation and Management

- a) Did your agency designate catch basin inlets within its jurisdiction as Priority A; Priority B; and Priority C? Yes ☒ No ☐
- b) How many of each designation exist in your jurisdiction?
- | | |
|-------------|-----|
| Priority A: | 0 |
| Priority B: | 0 |
| Priority C: | 390 |
- c) Is your city subject to a trash TMDL? Yes ☐ No ☒
- d) If yes, describe the activities and/or implementation measures that your agency conducted pursuant to the TMDL and any other trash reduction efforts that occurred.

Los Angeles County Municipal Storm Water Permit (Order 01-182)**Individual Annual Report Form****Attachment U-4**

- e) How many times were all Priority A basins cleaned last year? None
- f) How many times were all Priority B basins cleaned last year? None
- g) How many times were all Priority C basins cleaned last year? Once annually per agreement with LA County
- h) How much total waste was collected in tons from catch basin clean-outs last year? 9 tons
- i) Attach a record of all catch basins in your jurisdiction. This shall identify each basin as City or County owned, and Priority A, B, or C. For all basins that are owned and operated by your agency, include dates that each was cleaned out over the past year.
- j) Did your agency place and maintain trash receptacles at all transit stops within its jurisdiction. Yes ☒ No ☐
- k) How many new trash receptacles were installed last year? 0
- l) Did your agency place special conditions for events that generated substantial quantities of trash and litter including provisions that:
- (1) Provide for the proper management of trash and litter generated from the event? Yes ☒ No ☐
 - (2) Arrange for temporary screens to be placed on catch basins? Yes ☒ No ☐
 - (3) Or for catch basins in that area to be cleaned out subsequent to the event and prior to any rain? Yes ☐ No ☒
- m) Did your agency inspect the legibility of the catch basin stencil or labels? Yes ☒ No ☐
What percentage of stencils were legible? 100

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

n) Were illegible stencils recorded and re-stenciled or re-labeled within 180 days of inspection? Yes ☒ No ☐

o) Did your agency visually monitor Permittee-owned open channel storm drains and other drainage structures for debris at least annually and identify and prioritize problem areas of illicit discharge for regular inspection? Yes ☒ No ☐

Is the prioritization attached? No
priority problem areas identified. Yes ☐ No ☒

p) Did your agency review its maintenance activities to assure that appropriate storm water BMPs are being utilized to protect water quality? Yes ☒ No ☐

What changes have been made?

Have and will continue to do everything in the City's power to ensure maintenance activities implement the appropriate storm water BMP's

q) Did your agency remove trash and debris from open channel storm drains a minimum of once per year before the storm season?

The City does not maintain or own any open channel storm drains. All are maintained by LA County.

Yes ☐ No ☒

r) How did your agency minimize the discharge of contaminants during MS4 maintenance and clean outs?

This activity is contracted with LA County, but they do observe proper practices during contracted maintenance.

s) Where is removed material disposed of?

Contractor generally takes materials to landfills.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

6. Streets and Roads Maintenance

a) Did your agency designate streets and/or street segments within its jurisdiction as one of the following:

(1) Priority A – streets and/or street segments that are designated as consistently generating the highest volumes of trash and/or litter? Yes ☐ No ☒

(2) Priority B - streets and/or street segments that are designated as consistently generating moderate volumes of trash and/or litter? Yes ☐ No ☒

(3) Priority C – streets and/or street segments that are designated as generating low volumes of trash and/or litter? Yes ☒ No ☐

b) Did your agency perform all street sweeping in compliance with the permit and according to the following schedule:

(1) Priority A – These streets and/or street segments shall be swept at least two times per month? Yes ☒ No ☐

(2) Priority B - Each Permittee shall ensure that each streets and/or street segments is cleaned at least once per month? Yes ☒ No ☐

(3) Priority C – These streets and/or street segments shall be cleaned as necessary but in no case less than once per year?

For general street sweeping purposes, streets within the City are divided into districts. Each district is scheduled to be swept once every two weeks. As a result, each street in La Verne is scheduled to be swept twice a month. Additional street sweeping is performed seasonally, such as in the fall.

Yes ☒ No ☐

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

- c) Did your agency require that saw cutting wastes be recovered and disposed of properly and that in no case shall waste be left on a roadway or allowed to enter the storm drain? Yes ☒ No ☐
- d) Did your agency require that concrete and other street and road maintenance materials and wastes be managed to prevent pollutant discharges? Yes ☒ No ☐
- e) Did your agency require that the washout of concrete trucks and chutes only occur in designated areas and never into storm drains, open ditches, streets, or catch basins leading to the storm drain system? Yes ☒ No ☐
- f) Did your agency train its employees in targeted positions (whose interactions, jobs, and activities affect storm water quality) regarding the requirements of the storm water management program to:
- (1) Promote a clear understanding of the potential for maintenance activities to pollute storm water? and Yes ☒ No ☐
- (2) Identify and select appropriate BMPs? Yes ☒ No ☐

7. Parking Facilities Management

- a) Did your agency ensure that Permittee-owned parking lots be kept clear of debris and excessive oil buildup and cleaned no less than 2 times per month and/or inspected no less than 2 times per month to determine if cleaning is necessary. Yes ☒ No ☐
- b) Were any Permittee-owned parking lots cleaned less than once a month? Yes ☒ No ☐
How many?
All City owned parking lots are cleaned as deemed necessary based on bi-weekly inspections. See left.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

8. Public Industrial Activities Management

- a) Did your agency, for all municipal activity considered an industrial activity under USEPA Phase I storm water regulations, obtain separate coverage under the State of California General Industrial Activities Storm Water Discharge Permit no later than December 31, 2001? Yes ☒ No ☐
- b) Does your agency serve a population of less than 100,000 people? Yes ☒ No ☐

9. Emergency Procedures

- a) In case of real emergencies, did your agency repair essential public services and infrastructure in a manner to minimize environmental damage? Yes ☒ No ☐
- b) Were BMPs implemented to the extent that measures did not compromise public health and safety? Yes ☒ No ☐

10. Feasibility Study

- a) Did your agency cooperate with the County Sanitation Districts of Los Angeles County to prepare a study which investigates the possible diversion of dry weather flows or the use of alternative treatment control BMPs? Yes ☒ No ☐
- b) Did your agency review its individual prioritized list and create a watershed based priority list of drains for potential diversion and submit a listing of priority diversions to the Regional Board Executive Officer? Yes ☒ No ☐

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

F. Illicit Connections and Illicit Discharges (IC/ID) Elimination Program (Part 4.G)

1. Attach a copy of your agency's IC/ID Elimination Implementation Program (Part 4.G.1.a.).
2. Attach a map of your storm drain system showing all permitted connections (if available), and the locations of all illicit connections and discharges that occurred last year (Part 4.G.1.b). If your agency has not completed this requirement, describe the status of the development of a baseline map, including an expected completion date.

3. Describe your enforcement procedures for eliminating illicit discharges and terminating illicit connections.

Illicit Discharges: The maintenance operations department is responsible for visual inspections and regular monitoring of all storm drain facilities. If necessary, illicit connections and discharges are forwarded to the police department for enforcement through the code enforcement division.

Illicit Connections: If any party fails to disconnect an illicit connection upon notification by the Director of Public Works, the Director may disconnect such from the storm drain system.

4. Describe your record keeping system to document all illicit connections and discharges.

A phone/incident log has been established through the La Verne Police Department and the Public Works Department maintains all NPDES specific incidents in an excel document.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

5. What is the total length of open channel that your agency owns and operates? 0
6. What length was screened last year for illicit connections? 0
7. What is the total length of closed storm drain that your agency owns and operates? Approx. 30 miles
8. What length was screened last year for illicit connections? 0. Done on complaint basis only
9. Describe the method used to screen your storm drains.

Visual inspection, inspection during cleaning, and routine visual inspections of discharge to the flood control channels is used for parts of storm drains that can be seen while underground systems are screened using video equipment.

10. Provide the reporting data for illicit connections as suggested in the following table (you may submit a spreadsheet from your database that contains the information).

Year	Total # reported/ identified	Total # investigated	# that conveyed exempt discharges or NPDES permitted	# that conveyed illicit discharges that were terminated	# that were removed	# that resulted in enforcement action	# that resulted in <i>other</i> actions
01/02	0	0	0	0	0	0	0
02/03	0	0	0	0	0	0	0
03/04	0	0	0	0	0	0	0
04/05	0	0	0	0	0	0	0
05/06	0	0	0	0	0	0	0
06/07	1	1	0	1	1	0	0
07/08	0	0	0	0	0	0	0
08/09	0	0	0	0	0	0	0
09/10	0	0	0	0	0	0	0
10/11	0	0	0	0	0	0	0

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

11. Explain any *other* actions that occurred in the last year.

No other actions to report.

12. What is the average time it takes your agency to initiate an illicit connection investigation after it is reported?

Within 1 working day.

a) Were all identified connections terminated within 180 days?

Yes ☒ No ☐

b) If not, explain why.

13. Provide the reporting data for illicit discharges as suggested in the following table (you may submit a spreadsheet from you database that contains this information).

Year	Total # reported	Total # that were discontinued/ cleaned up voluntarily through enforcement and the source was identified	# that were cleaned up but the source could not be identified	# that resulted in no evidence of discharge	# that were determined to be conditionally exempt	# that were exempt or in compliance and the source identified	# that resulted in enforcement action
01/02	0	0	0	0	0	0	0
02/03	0	0	0	0	0	0	0
03/04	5	5	0	0	0	0	0
04/05	8	6	2	0	0	0	1
05/06	2	2	0	0	0	0	0
06/07	13	10	3	0	0	0	0
07/08	10	10	3	0	0	0	0
08/09	9	7	2	1	0	0	0
09/10	12	9	3	0	0	0	0
10/11	6	3	3	0	0	0	0

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

14. What is the average response time after an illicit discharge is reported?

Within 1
working
day

a) Did any response times exceed 72 hours?

Yes ☐ No ☒

b) If yes, explain why.

15. Describe your agency's spill response procedures.

Briefly, the spill response procedures are containment, control, and clean up. Spills are to be contained so that spill materials are retained in one area and not discharged directly to a catch basin. Once contained, spills are controlled and clean up is performed to remove the materials. Depending on the spill, the fire department and/or maintenance operations may be involved in clean up. All incidents are investigated to identify responsible party who could be sited for spill and held responsible for clean up measures.

16. What would you do differently to improve your agency's IC/ID Elimination Program?

As a small agency our staff and monetary resources are currently stretched to its maximum capacity. Additional funding and time for staff to investigate IC/ID's would be beneficial to cut back on threats to the storm water system. Additionally, new staff would be able to inspect the City for other storm water purposes.

17. Attach a list of all permitted connections to your storm sewer system.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

V. Monitoring

Briefly describe any storm water monitoring activities that are not required by Order No. 01-182 that your municipality conducted, participated in, or received funding to conduct in the past fiscal year. These activities should correspond with the dollar amount you listed in Table 2.

There are no budgeted funds for monitoring at this time. Current monitoring efforts are being organized on a regional basis with other members of the San Gabriel Watershed. This will help meet expectations associated with TMDL compliance.

VI. Assessment of Program Effectiveness

- A. Attach a summary of the effectiveness of your storm water management program. This summary should include, at a minimum, the following:
1. An assessment of your agency's compliance with permit requirements, based on your responses to the questions in this form;
 2. Descriptions of any evaluation methods that your agency uses to determine the effectiveness of your storm water management program;
 3. A summary of the strengths and weaknesses of your agency's storm water management program;
 4. A list of specific program highlights and accomplishments;
 5. A description of water quality improvements or degradation in your watershed over the past fiscal year;
 6. Interagency coordination between cities to improve the storm water management program;
 7. Future plans to improve your agency's storm water management program; and
 8. Suggestions to improve the effectiveness of your program or the County model programs.
- B. On a scale of 1 to 10 (10 being full implementation of requirements by their deadlines), rate your municipality's level of compliance with Order No. 01-182.
- C. List any suggestions your agency has for improving program reporting and assessment.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

VII. Certification Statement

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted.

Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility, of a fine and imprisonment for knowing violations.

Executed on the 22nd day of August, 2011,

at La Verne, California.

Printed Name Bob Russi Title City Manager

(Signature) _____

Signature by duly authorized representative